



SECRETARY OF STATE

LOCAL GOVERNMENT

RECORDS MANAGEMENT GUIDELINES

SECRETARY OF STATE DEBRA BOWEN

ARCHIVES DIVISION
RECORDS MANAGEMENT

(916) 653-4398

FEBRUARY 2006

Administrative Records - Typical Retention Periods

| Type of Record | Years | Remarks |
|--|------------|--|
| <u>Correspondence</u> | | |
| Chron Files | 2 | |
| General/Public | 3 | |
| Controlled | 2 | |
| Reports | 3 | |
| Subject Files | 3 | |
| Reproduction/Printing Requests | 2 | |
| <u>Financial</u> | | >4/7 = 4 yrs for state funds/7 for federal funds< |
| Expense Reports | 4/7 | Or until audited, whichever is first |
| Budgets | 4/7 | Or until audited, whichever is first |
| Billing/Accounting Reports | 4/7 | Or until audited, whichever is first |
| Budget Change Proposals | 4/7 | Or until audited, whichever is first |
| Budget Change Concepts | 4/7 | Or until audited, whichever is first |
| Audits | 4/7 | |
| Invoices | 4/7 | Or until audited, whichever is first |
| Fees/Receipts | 4/7 | Or until audited, whichever is first |
| Checks/Ledgers/Registers | 4/7 | Or until audited, whichever is first |
| Cal Stars Reports | Active+1 | Active until new budget approved* |
| Cost Recovery - Federal | Active+7 | Active until claim paid then 7 or until audited, whichever is first* |
| Cost Recovery - State | Active+4 | Active until claim paid then 4 or until audited, whichever is first* |
| Grants | Active+2 | Active until end of grant year* |
| <u>Equipment/Supplies/Space</u> | | |
| Inventory | Active | Active until revised* |
| Purchase Request/Order | Active+4/7 | Active until items received(4/7 if subject to audit)* |
| Service Orders/Authorizations | Active | Active until service performed* |
| Vendor Information | Active | Active until revised* |
| Building Maintenance/Leases | Active | Active until lease terminates* |
| Inspection Reports/Moves/Space | Active | Active until revised/rescinded/superseded* |
| Equipment Maintenance | Active+2 | Active until maintenance complete* |
| Hardware/Software Documentation | Active | Active until revised/rescinded/superseded* |
| Vehicle Files | 2 | |
| <u>Personnel</u> | | |
| Duty Statements | Active | Active until revised* |

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|---|------------|--|
| Employee Records | Active+1 | Active until employee leaves/terminates. PRA 6254, IPA 1798.40, Confidential Destruction. (CD)* |
| Attendance | Active+1 | Active until employee leaves/terminates. PRA 6254, IPA 1798.40, CD.* |
| Travel | Active+1 | Active until travel complete. PRA 6254, IPA 1798.40, CD.* |
| Training | 3 | PRA 6254, IPA 1798.40, CD. |
| Applications | 2 | PRA 6254, IPA 1798.40, GC 12946, CD. |
| Interview Documents | 2 | PRA 6254, IPA 1798.40, CD. |
| Affirmative Action | Active | Active until revised* |
| Merit Awards | 3 | PRA 6254, IPA 1798.40, CD. |
| Superior Accomplishments | 3 | PRA 6254, IPA 1798.40, CD. |
| Labor Relations | 2 | |
| Production/Assignment Logs | 2 | |
| Overtime Logs | 2 | PRA 6254, IPA 1798.40, CD. |
| Action Requests/Grievances | 2 | PRA 6254, IPA 1798.40, CD. |
| Toxic Exposure Reports | Active | Active until employee leaves/terminates. PRA 6254, IPA 1798.40, CD. Transfer Rpt with employee.* |
| | | |
| <u>Policy/Procedure/Organization</u> | | |
| Policies (All) | Active | Active until revised* |
| Procedures (All) | Active | Active until revised* |
| Compliance Requirements | Active | Active until revised* |
| Organization Charts | Active | Active until revised* |
| Mission Statements | Active | Active until revised* |
| Associations | Active | Active while membership is current* |
| Meetings/Minutes/Agendas | 2 | |
| Activity Reports | 2 | |
| Studies/Statistics | 3 | |
| Feasibility Studies | 5 | |
| Request for Proposals | 3 | |
| Delegation Orders | Active | Active until revised/superseded/Revoked* |
| Conferences/Committees | 3 | |
| Contracts | Active+4/7 | Active until contract terminates/+4/7 if subject to audit* |
| Emergency Preparedness | Active | Active until revised* |
| Public Hearings | 5 | |
| Health/Safety | 3 | |
| Plans and Goals | Active | Active until revised/rescinded/superseded/Complete* |
| | | |
| <u>Records Management</u> | | |
| Records Retention Schedule | Active | Active until revised* |
| Records Transfer List (STD 71) | Active | Active until disposal of records* |
| Records Destruction Authorization | 4 | |

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| Forms File | Active+1 | Active until revised/rescinded/superseded* |
| | | |
| <u>Legislation/Regulations/Legal</u> | | |
| Bill Analysis | 3 | PRA 6254 |
| Research Information | 3 | PRA 6254 |
| Proposed Legislation/Regulations | 4 | PRA 6254 |
| Legal Opinions | Active+1 | Active until issues resolved* |
| Law Suits/Small Claims | Active+1 | Active until litigation complete* |
| Enrolled Bill Report | 4 | PRA 6254 |
| PRA/IPA Files | 2 | |
| | | |
| <u>Public Relations</u> | | |
| Clippings | 2 | |
| Press Releases | 2 | |
| Speeches | 2 | |

* "Active" retention is for Perpetual Records that remain "active" until some event occurs. After the event occurs the records are disposed of or may require retention for an additional short period of time.

The "Remarks" section of a retention schedule also identifies records not subject to public disclosure because of code or statute, as well as any other unusual or significant characteristics about a record series. PRA refers to the California Public Records Act and IPA refers to the Information Practices Act. CD stands for Confidential Destruction.

Most administrative records are small in volume and the records retained for less than five years.

Program Records:

There are no typical retention periods for program records because they are unique to the individual office. They represent the reason the office exists and their retention is usually specified in some statute or regulation that established the office or program. A few program records may be identified for permanent retention however most will be retained for a specific number of years, or as perpetual records with an "Active" period, just like administrative records.

Most program records are large in volume and may be required much longer than administrative records. As with administrative records, program records should be retained only as long as they have some administrative, fiscal, or legal value. After that they should be disposed of in accordance with an approved Records Retention Schedule.